



# **Holiday Showcase**

## **At Orland Square Mall**

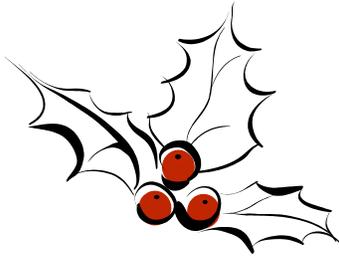
### Temporary Business License

Holiday Showcase temporary business licenses are meant for gift card sales booths set up in the Orland Square Mall from during December. These licenses apply to specific locations only and do not include kiosks that sell merchandise!

Please complete the attached application and read and sign the information sheet also enclosed. Return both with your check for \$115.00. Make sure that you note your Table/Site # on the applications.

A Temporary Business License Certificate will be issued and mailed to you. An inspection of your location will be made to assure that you are meeting all requirements as listed in the attached documentation.

If you have any questions, please contact Development Services at (708) 403-5300.



**HOLIDAY GIFT CARD TABLES AT THE ORLAND SQUARE MALL**

TEMPORARY SPACE ONLY FOR THE MONTH OF December 2016

Business & Contact Name: \_\_\_\_\_

Date: \_\_\_\_\_ Space: \_\_\_\_\_ Permit # \_\_\_\_\_

**INCLUDE THE FOLLOWING INFORMATION WITH THE PERMIT APPLICATION:**

- 106.2 Site Plan:** A Mall site plan indicating the location of the table and all existing structures within twenty feet (20') of the table. A detail of the table or structure with dimensions. (Example: Six foot table 34" high)
  
- 402.5.1 Maintaining Mall Exit Width:** The minimum width of the mall shall be twenty feet (20'). There shall be a minimum of ten feet (10') clear exit width between any projection of a tenant space bordering the mall and the nearest kiosk, vending machine, bench, display opening **or other obstructions.**
  
- Holiday Gift Card Tables:** Tables shall meet the requirements shown below.
  - 1. **Construction:** Tables shall be constructed of approved fireretardant-treated wood throughout.
  
  - 2. **Horizontal separation:** The minimum horizontal separation between kiosks, carts and holiday tables shall be twenty feet (20'). The minimum horizontal separation distance between holiday tables shall be five feet (5').
  
  - 4. **Maximum area:** Tables shall have a maximum area of 150 square feet.
  
- 2701.1 Electrical Wiring, Equipment and Systems** shall conform to provisions of the Village of Orland Park Electrical Code (Ordinance # 3217)
  
- Illinois Accessibility Code 400-320. h) 1) and 400-310:** Where sales counters are provided for the distribution of goods or services to the public a portion of the table which is at least 36 inches in length with a **maximum height of 34 inches above the finished floor.**

Applicant Signature: \_\_\_\_\_



# ORLAND PARK

DEVELOPMENT SERVICES DEPARTMENT  
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ORLAND PARK, IL 60462  
708-403-5300

FAX: 708-403-6215

developmentservices@orlandpark.org

www.orlandpark.org

## BUSINESS LICENSE APPLICATION

License # \_\_\_\_\_

**The Freedom of Information Act (FOIA)** Any information provided on this form that is not noted as personal is subject to the Freedom of Information Act and may be released as part of a document request.

Business Name: \_\_\_\_\_

DBA:  Same as business

Physical Address: \_\_\_\_\_ Suite/Unit/Apt: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address:  Same as physical

Business Phone: \_\_\_\_\_ Business Email: \_\_\_\_\_

Emergency Contact Name & Phone: \_\_\_\_\_

Building Use:  Retail  Office  Medical  Industrial  Storage  Other

Business:  New  Change of ownership  Change of location  Change of name ONLY

Ownership:  LLC  Partnership  Sole Proprietorship  Corporation

Detailed description of business: \_\_\_\_\_

Date business intends to open: \_\_\_\_\_ Square Footage: \_\_\_\_\_ EIN: \_\_\_\_\_

# Employees: F/T \_\_\_\_\_ P/T \_\_\_\_\_ Parcel Identification Number (PIN) \_\_\_\_\_

Will this business be...

selling pre-packaged food?  Yes  No

handling or preparing food?  Yes  No

providing massage therapy?  Yes  No

selling or serving liquor?  Yes  No

selling any type of tobacco/nicotine products?  Yes  No

manufacturing, storing or selling any type of hazardous materials?  Yes  No

Will this business have any...

vending machines anywhere on the premises including in employee break rooms (e.g. soda, snacks)?  Yes  No If yes, # \_\_\_\_\_

amusement devices (e.g. kiddie rides, claw drop, pinball)?  Yes  No If yes, # \_\_\_\_\_

juke box or other type of music box?  Yes  No If yes, # \_\_\_\_\_

<b>Owner #1 Name:</b>	<b>Driver's License #</b>
<b>Personal Home Address:</b>	
<b>Home City, State, Zip:</b>	
<b>Personal Mobile #:</b>	<b>Personal Email:</b>
<b>Owner #2 Name:</b>	<b>Driver's License #</b>
<b>Personal Home Address:</b>	
<b>Home City, State, Zip:</b>	
<b>Personal Mobile #:</b>	<b>Personal Email:</b>

<b>If property is leased - Property Management Company:</b>	
<b>Phone #</b>	<b>Email:</b>
<p><b>APPLICABLE VILLAGE CODES</b></p> <p>This license is granted on the express condition that the said commercial business shall, in all respects, conform to all Ordinances of this jurisdiction including the Land Development Code, regulating the occupancy and use of buildings, and may be revoked at any time upon violation of any provision of said ordinances.</p> <p><b>ANNUAL LICENSE INSPECTIONS</b></p> <p>It is agreed that authorized inspections will be allowed as prescribed by ordinance.</p> <p><b>MASSAGE SERVICES</b></p> <p>Any business offering massage services must first apply with the Orland Park Police Department for a background check, upon approval, an application for occupancy/license to operate can be filed with the Development Services Department.</p> <p><b>LIQUOR LICENSES</b></p> <p>Liquor licenses should be applied for separately through the office of the Mayor/Liquor Commissioner.</p> <p><b>OTHER LICENSES</b></p> <p>Additional license applications are required for Vending Machines, Tobacco Sales, and Amusement Devices.</p> <p><b>FALSIFICATION OF INFORMATION</b></p> <p>Any misrepresentation or falsification of the information sought below may result in revocation of the license as granted and fines may be applicable. For more information or questions, please call the Development Services Department.</p> <p><b>A BUSINESS MAY BE REQUIRED TO CARRY MULTIPLE LICENSES</b></p> <p>I understand the issuance of this license is conditional upon compliance with all Village Ordinances, State and Federal law, and the results of any inspections required by ordinance at this time and any further inspections while this license is in force.</p> <p>I have read this application and answered all questions completely and truthfully to the best of my knowledge.</p>	

<p>The undersigned hereby applies to the Development Services Department of the Village of Orland Park, IL for a permit to occupy the structure or part thereof herein described and a license to operate a commercial activity in the Village, and if granted the permit and license applied for, I will comply with all requirements of the village ordinances relating thereto and pay the fees required by such ordinances. I have read and understand terms, conditions and requirements listed in this application.</p>		
_____	_____	_____
Printed name of business owner or agent	Signature	Date
This information will be kept confidential to the extent permitted by law.		